

BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND



AIRFORCE INSTRUCTION 33-129
AIR COMBAT COMMAND

Supplement 1
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Communications and Information

TRANSMISSION OF INFORMATION VIA THE INTERNET

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 33-129, 1 January 1997, is supplemented as follows. This supplement provides guidance on using the Internet. Direct questions, and recommended changes and conflicts with other directive guidance regarding internet policy to the HQ ACC/SCW Web Team: Address 230 East Flight Line Rd, Ste 108, Langley AFB VA 23665-2781; and email ACC/SCWX Planning Branch. This publication does not apply to Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

3.4.2. (ACC) Use AFI 33-119, Electronic Mail (E-Mail) Management and Use.

3.6. (ACC) (Clarification) Commanders and supervisors at all levels (wing/group/squadron) will.

3.6.1. (ACC) (Clarification) Not use the web to advertise private or unofficial organization fundraising activities. NOTE: This guidance also applies to paragraphs 6.1.2. and 8.2.4.

3.6.5. (Added)(ACC) Approve all information placed on the web by their organization (may delegate approval authority no lower than element chief). Ensure content is mission-related. Develop organization critical information list to determine OPSEC/risk management and ensure appropriate security features, such as authentication and encryption, are used to protect sensitivity of information.

3.6.6. (Added)(ACC) Ensure all limited-access servers are certified and accredited (see paragraph 10.1.) and are under the control of the Network Operations and Security Center (NOSC), Network Operations and Security Center-Deployed (NOSC-D), Network Control Center (NCC), or Network Control Center-Deployed (NCC-D).

3.6.7. (Added)(ACC) Place all public-access information on the public server located at the NOSC, NOSC-D, NCC, or NCC-D.

3.6.8. (Added)(ACC) Not place limited-access information on contractor web servers that are not under the control of the NOSC, NOSC-D, NCC, or NCC-D.

3.8. (ACC) The Network Operations and Security Center (NOSC), Network Operations and

Security Center-Deployed (NOSC-D), Network Control Center (NCC), and Network Control Center-Deployed (NCC-D) will:

3.8.5. (Added)(ACC) Establish two physically separate web servers, one public server and one .mil (limited access). Ensure public-access servers are located at the appropriate NOSC, NOSC-D, NCC, and NCC-D.

3.8.7. (Added)(ACC) Audit the network continually to locate unauthorized public-access web servers and unapproved limited-access web servers. For unauthorized public-access web servers, contact the responsible information provider/OPR, move data to the NOSC/NOSC-D/NCC/NCC-D server, and take action to disconnect the unauthorized public-access server from the network. For unapproved limited-access web servers, notify the information provided/OPR to obtain certification and accreditation (see paragraph 10.1.). Take appropriate action to ensure the network and the information is protected.

3.10.2. (ACC) Notify web page point of contact and unit OPSEC monitor if you believe the sensitivity of the information poses security risks.

3.11. (ACC) The Information Provider and the OPR are the same (paragraph 7).

4.2.1.2. (ACC) The information provider/OPR is responsible for documenting release authority in accordance with paragraph 7.5. In some cases, ACC will agree to host web sites or pages for non-ACC organizations. In this situation, the OPR is from the non-ACC organization and he/she must provide documented approval from their commander or delegated approval authority.

6.1. (ACC) Commanders may delegate in writing the authority to authorize use of government-provided hardware and software to further professional and military knowledge of their personnel to the lowest appropriate level.

6.3. (ACC) For HQ ACC, division chiefs or equivalent authorize dial-up Internet services.

7.2.1.2. (ACC) The local Public Affairs Office coordinates on all information: text, pictures, graphics, sound, and video.

7.2.1.3. (Added)(ACC) 5 USC 552(a)(2)(D), Electronic FOIA (EFOIA), and DoD 5400.7-R requires records that an agency determines likely to be the subject of subsequent or frequent FOIA requests to be placed in a FOIA Reading Room on the public server. The local FOIA Office will manage FOIA Reading Rooms and link the site to the Air Force FOIA web site at <http://www.foia.af.mil> (also see attachment 2). The FOIA Officer in coordination with the functional OPR, or the owner of the records, will determine whether records qualify for posting to the FOIA Reading Room.

7.5. (ACC) Use the Internet Release Package at attachment 1 to document the coordination and approval process for new and significantly changed information. **NOTE:** Information providers/OPRs are responsible for obtaining necessary coordination and approval and for keeping web sites and pages updated. Information providers/OPRs must complete the Internet Release Package. Initiate an Internet Release Package at the web site level for information that existed prior to the publication date of this supplement.

8.1.1. (ACC) Do not partition a server to separate public information from limited-access information (see paragraph 3.8.5. (Added)).

8.1.3. (ACC) Only Group commanders and above, command Chief Master Sergeants, and Air Force Specialty Code (AFSC) functional managers may have dedicated web pages to support their positions. The page title may reflect either the position or the individual's name.

(ACC) Reference Table 1, NOTE 1. HQ ACC/DOTS is the ACC Foreign Disclosure Policy Office and can provide guidance regarding release of military information to foreign nationals and international organizations.

(ACC) Reference Table 1, TYPE OF INFORMATION, Limited Access, add (see Note 3).

(Added)(ACC) Reference Table 1, NOTE 3. Public Affairs coordination is only required for limited access information if the information contains an unofficial picture of the MAJCOM, wing, or unit commander.

12. (ACC) Use attachment 3 f this supplement.

(ACC) Add the following **Abbreviation** to Attachment 1:

(Added)(ACC) **NCC**--Network Control Center

(ACC) Add the following **Term** to Attachment 1:

(Added)(ACC) **Site**--One or more Internet addresses at which an organization, individual or project provides information often including links to other locations where related information may be found.

Attachment 2**(Added)(ACC) ACC INTERNET RELEASE PACKAGE**

Information providers/OPRs are responsible for obtaining necessary coordination and approval and for keeping web sites and pages updated. Information providers/OPRs must complete the Internet Release Package for all new and significantly changed sites/pages. Commanders may expand the use of the Internet Release Package to include deletions. Information providers/OPRs maintain the original Internet Release Package, including coordination (file IAW AFMAN 37-139, Records Disposition Schedule, Table 37-18, Rule 17) and provide a copy to the page maintainer. Page maintainers cannot take action until the information provider/OPR provides a copy of an approved Internet Release Package. Commanders approve Internet Release Packages and may delegate approval authority down to element chief. Hard copy or electronic Internet Release Packages are authorized, but electronic is preferred.

1. DATE OF INTERNET RELEASE PACKAGE.
2. TITLE.
3. PURPOSE.
4. JUSTIFICATION AND INTENDED AUDIENCE.
5. JUSTIFICATION FOR COMMERCIAL LINKS.
6. WEB UNIFORM RESOURCE LOCATOR (URL) ADDRESS.
7. ACCESS: Place an X in the blanks that apply.

_____ Limited .mil or .gov (see paragraphs 7.3., 8.1.2. and Table 1)

Protection: _____ Password _____ ID _____ Encrypt

Other _____

_____ Public (see paragraphs 7.2., 8.1.1. and Table 1)

8. OBTAIN REQUIRED COORDINATION (name/office symbol/date)

Public Affairs (NOTE 1) _____

OPSEC (NOTE 2) _____

Replicated Info (NOTE 3) _____

Copyright Info (NOTE 4) _____

9. OBTAIN APPROVAL (name/rank/title)

Approved by _____

NOTES:

1. Public Affairs. The Public Affairs Office determines whether the information is of value to the general public (text, pictures, graphics, sound, video). Obtain Public Affairs coordination on new and updated information on the public-access server and on limited-access information that contains a photo of a commander other than an official photo.
2. OPSEC and Critical Information List. Use unit-developed Critical Information Lists and

coordinate with unit OPSEC monitor for public-access information (see AFI 10-1101ACC Supplement 1 and ACCP 10-1150, Operations Security Guide).

3. Replicated Information. Do not copy files from other sources. Use hypertext links to reference information. Information providers/OPRs may replicate information for performance or security reasons; however, you must get permission from the source OPR to replicate the information and to establish procedures to update/maintain the information (see paragraph 7.5 of the basic).

4. Copyright Information. Obtain written permission from the copyright owner in accordance with AFI 51-303, Intellectual Property--Patents, Patent-Related Matters, Trademarks and Copyrights. See AFI 33-360, Vol 1, Publications Management Program, for request examples.

5. Freedom of Information Act (FOIA)/Privacy Act (PA)/Records Manager (RM). Coordination with the FOIA/PA/RM is not required; however, your local FOIA/PA/RM is available for consultation to help you determine if information is releasable or exempt from release to the public, if the information contains Privacy Act data, or if the information is subject to Reports Control System (RCS).

Attachment 3

(Added)(ACC) ACC WEB STYLE GUIDANCE

A3.1. Overview. The standards in this attachment establish the ACC style for Public and Limited Access web sites/pages on the Internet. Style elements will provide a distinct look to each site/page, making ACC web sites/pages easily identifiable by the viewing audience. They also provide ease of use, which allows the unskilled user the ability to surf a site without having to call for instructions or having any level of technical knowledge in site development.

A3.2. Web Page Developers/Maintainers. Commanders appoint trained and certified personnel to be web page developers/maintainers.

A3.3. Monthly Review. Commanders, information providers/OPRs, page maintainers and web administrators (masters) must establish a monthly review process for each web site to ensure all links are valid, information is current, and sites conform to the style guidance. Ensure the CURRENT AS OF and REVIEW dates are changed accordingly (paragraph A2.10, Dates).

A3.4. Style Guidance. Use the chart below to determine whether an element is required or not and whether the style guidance is mandatory.

Table A3.1. Mandatory/Optional Element Quick Reference Chart.

ELEMENT	USE IS	STYLE GUIDANCE IS	REFER TO PARAGRAPH
Public Access Sites/Pages	Mandatory	Mandatory	A2.5.
Tables	Optional	Optional	A2.6.
Frames	Optional	Optional	A2.7.
Image Maps	Optional	Optional	A2.8.
Titles/Headings	Mandatory	Mandatory	A2.9.
Dates	Mandatory	Mandatory	A2.10.
Web Page Development Standard	Mandatory	Mandatory	A2.11.
Page Length	Optional	Optional	A2.11.
Hyperlinks	Optional	Mandatory	A2.13.
Navigational Links	Mandatory	Mandatory	A2.14.
Counters	Optional	Optional	A2.15.
Colors	Mandatory	Optional	A2.16.

Text	Mandatory	Optional	A2.17.
Images	Optional	Mandatory	A2.18.
Animation/Sound/Video	Optional	Mandatory	A2.19
Contacts	Mandatory	Mandatory	A2.20.
Warnings/Notices	Mandatory	Mandatory	A2.21.

A3.5. Public Access Sites/Pages. (Use--mandatory/Requirement--mandatory). The URL for a public site is www.basename.af.mil/public. Exception: HQ ACC's URL is www.acc.af.mil/public. Create a script, similar to the example found at URL <http://wwwmil.acc.af.mil/webmasters/support/redirect/redir.html>, to serve as a redirector for incoming web information requests based on IP Domain and place it on the public server. Write the script to redirect ".mil" domains to the restricted server. NOTE: The script listed above requires that PERL 5 or greater be loaded on the server which contains it. PERL for NT and UNIX servers, and directions for installation can also be found at the same URL listed above.

A3.5.1. Place the following logo on the top-level page for the base public site: BASE LINK--The Public Web Site for BASE (example: LANGLEY LINK--The Public Web Site for LANGLEY AIR FORCE BASE, VIRGINIA). Reduce the logo and place it on all public pages. The public site's top-level home page must include, at a minimum:

A3.5.2. Mission statement.

A3.5.3. A link to FACT SHEETS for the base, wing/MAJCOM, and aircraft assigned.

A3.5.4. A link to SENIOR LEADERSHIP BIOGRAPHIES.

A3.5.5. A link to BASE IMAGES.

A3.5.6. A link to BASE NEWSPAPER or latest BASE NEWS.

A3.5.7. A link to PUBLICATIONS/FORMS.

A3.5.8. A link to EFOIA.

A3.5.9. A link to SITES that outlines the organizational composition of the base, including tenant units, for navigating to specific organization subordinate pages.

A3.5.10. CONTACT information: Office and commercial phone number for the information provider/OPR and web page administrator.

NOTE: The use of a LIBRARY link that contains information in paragraph A2.3.6. is allowed.

A3.6. Reference Tables. (Use--optional/Requirement--optional) Tables are useful and particularly desired for the capability of organizing tabular data.

A3.7. Frames. (Use--optional/Requirement--optional) Frames are used to support a split screen effect with a table of contents or buttons in one area with text appearing in another. If used, establish a hypertext link for browsers that do not support frames and specify this is for non-frame users. To accommodate users without "frames-capable" browsers, use the <NOFRAME>

tag in the top-page index.

A3.8. Image Maps. (Use--optional/Requirement--optional) Image maps refer to pictures with clickable parts to different URLs stored in the current HTML file. The use of image maps may require script file access or programming. Image Map information is a set of hypertext links that display the URLs in the status area as you pass the mouse over the image map. If used, use "alt" entries in "img" tags and include separate hypertext links so browsers with images turned off don't lose navigation ability.

A3.9. Titles/Headings. (Use--mandatory/Requirement--mandatory) A web site/page title is crucial because it's the first visible item that a user sees. When using a title for web pages, ask this question: Will your title remind the reader what was interesting about your page when they make a bookmark for your site? The format for titles/headings is title case (upper and lower case letters). Subheadings must use a smaller font type in title case.

A3.10. Dates. (Use--mandatory/Requirement--mandatory) Place the dates on the top level page of each site and every sub-page where the POC information changes. Two dates are required. CURRENT AS OF date indicates when the information content was added or changed and the REVIEW date which is the date the information provider-OPR/page maintainer validated links, checked currency of information and compliance with this style guidance. Format for the date is Day Month Year (10 April 1997). Use 4 digits for the year dates.

A3.11. Web Page Development Standard. (Use--mandatory/Requirement--mandatory) The ACC Web Page Development Standard is 800 x 600 pixels.

A3.12. Page Length. (Use--optional/Requirement--optional) Attempt to make the majority of your pages no longer than one and a half screens full of text. Do not make the length of your page any longer than necessary. Use shorter pages to make your web page more maintainable.

A3.13. Hyperlinks. (Use--optional/Requirement--mandatory) Hypertext links are a segment of text (word or phrase) or an inline image that refers to another document (text, sound, image, and movie) elsewhere on the web. When used, indicate links in documents in some way either by color and underlining text or by a colored border for an image. A speaker icon might represent an audio clip's hypertext links. When a hypertext link is selected (by mouse click or entering the given number at a prompt in a text interface), the referenced document is retrieved and displayed appropriately. For example, if it's audio, and your workstation is appropriately configured, the sound is played through a speaker. Use hypertext links sparingly. A monthly review to validate hyperlinks is mandatory.

A3.14. Navigational Links. (Use--mandatory/Requirement--mandatory) Standardize a set of hypertext links that aid navigational use throughout your web site. At a minimum, use main points of reference including Home, Points of Contact (Contacts), and Feedback for user comments.

A3.15. Counters. (Use--optional/Requirement--optional) Place counter graphic location to enhance page layout, preferably center bottom.

A3.16. Colors. (Use--mandatory/Requirement--optional)

Table A3.2. Color Scheme.

ELEMENTS	RECOMMENDED COLOR	REASON
Backgrounds	White	Easy to read; bright or dark colors detract overall context
Text	Black	Increases readability unless text needs to be reinforced
Non-Visited Hypertext	Blue	ACC standard
Visited Hypertext	Other than Blue	Allows user to see what has been visited

A3.17. Text. (Use--mandatory/Requirement--optional) Text must be consistent throughout your web pages. Use Sentence case. Use bold, italics, and enhancements, such as drop shadows, text glow, or animation sparingly. Keep the text on a page within the reader's eye space, normally 3-4 inches.

A3.18. Images (pictures, graphics, clipart). (Use--optional/Requirement--mandatory) Improve images by using repeated image files (low resolution graphic files that reside in your computer cache file), speed for uploading image files versus downloading image files, and compressed image files. Use GIF and JPEG file formats.

A3.18.1. GIF Files. A Graphics Interchange Format (GIF) is a color image with 1 to 256 colors. Line art is the most popular format for simple images. GIF transparencies are appealing to the web. You can set the transparent color for a GIF image to blend the image in your Web page and set a single color tone to disappear when displaying an image in the web page. GIF files can be "interlaced." Browsers display images at a gradual increase in resolution. The image continues to come in as the web server accesses information until the clarity of the image is clear.

A3.18.2. Photos (JPEG). A Joint Photographic Experts Group (JPEG) format is a photo image that allows you to set the dots-per-inch and compression level. Use JPEG format for displaying photographic quality images and continuous tone images.

A3.19. Animation/Sound/Video. (Use--optional/Requirement--mandatory) Use animation, sound, and video sparingly. Consider having an image open as a separate document when a user activates a link on either a word or a smaller, inline version of the image included in your document. This is called an external image, and it is useful if you do not wish to slow down the loading of the main document with large inline images.

A3.20. Contacts. (Use--mandatory/Requirement--mandatory) For public sites, see paragraph

A2.5.10. For limited access sites, place a link to CONTACTS on the top level page that identifies at a minimum the information provider/OPR, web server administrator, and the page maintainer. Include the name, office symbol, DSN extension, commercial telephone number and email address (link).

A3.21. Warnings. (Use--mandatory/Requirement--mandatory) Display warning notices on the organization, individual, or project home page. A pop-up notice is not preferred. Warning notices can be a separate HTML page when used as its initial loading page to your site.

A3.21.1. Public Access Warning. This warning must appear on all web sites that are for public access (AFI 33-129, paragraph 13.1.):

Figure A3.1. Public Access Warning.

This Government Computer System is provided as a public service by the (name of the organization and Air Force Base). It is intended for use by the public for viewing and retrieving information only. Unauthorized attempts to upload information or change information on this server are strictly prohibited and are punishable under the Computer Fraud and Abuse Act of 1986. Unless otherwise indicated, all information on this system is public information and is available to copy or distribute.

A3.21.2. Limited Access Warning. Limited access information that is covered by AFI 61-204, Disseminating Scientific and Technical Information, must use the warning notices identified in AFI 33-219, Telecommunications Monitoring and Assessment Program (TMAP). If the information is not covered by AFI 33-219, use the following notice (AFI 33-129, paragraph 13.2.):

Figure A3.2. Limited Access Warning.

Official U.S. Government system for authorized use only. Do not discuss, enter, transfer, process, or transmit classified/sensitive national security information or greater sensitivity than that for which this system is authorized. Use of this system constitutes consent to security testing and monitoring. Unauthorized use could result in criminal prosecution.

A3.21.3. Educational Warning. Educational research, studies, and analysis information must use the same warning notice that applies to paper. Refer to AFI 33-129, paragraph 13.3.

Figure A3.3. Educational Warning.

The views expressed are those of the author and do not reflect the official policy or position of the U.S. Air Force, Department of Defense, or the U.S. Government.

A3.21.4. External Links Warning. When linking to external sites use the warning notice below. It may appear on the page or pages listing external links, or through an intermediate "exit notice" page generated by the server machine whenever a request is made for any site outside of the official DoD web information service (usually the .mil domain).

Figure A3.4. Example External Links Warning.

The appearance of hyperlinks does not constitute endorsement by the U.S. Air Force of this web site or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the U.S. Air

Force does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this web site.

RICHARD E. HAWLEY, General, USAF
Commander